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COTS Organizational Workgroup
Meeting Minutes
October 6, 1999

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Members Present: Mike Thomas, DIT; Jerry Simonoff, DTP; Dan Ziomek, DTP; Gerry Pacyna, SCC; Andy Poarch, DIT; Mike OÍNeil, DSS; Ulysses Brown, DHR; Murali Rao, DOT; Ray Davis, DGIF; Bryan Drake, DIT.

Members Absent: Bernie Hill, DOC.

Guests: Paul Bucher, METRO Information Services; Ray Lindquist, Parikh Advanced Systems.

Agenda:

9:30 to 9:35 Opening remarks -- Jerry Simonoff

9:35 to 9:50 Update on Enterprise Architecture (EA) Initiative:

- DIT EA Team member
- Other new COTS-ORG members
- EA Web site
- Planned conference attendance
- Planned workshop attendance
- Expanded consulting services
- Glossary

9:50 to 10:20 Discussion on EA Component Architectures

   (Web site: http://www.cots.state.va.us/ea/eacomp.htm)

10:20 to 11:20 Critique of State of Ohio Conceptual Architecture

   (Web site: http://www.cots.state.va.us/ea/eaarch.htm)

Discussion:

As at the August meeting, general discussion again focussed on the subject of enterprise architecture. Bryan Drake was introduced as the DIT representative on the Enterprise Architecture Team (part of the Commonwealth EA Governance Organization Ü see the new EA Web site for details). Murali Rao, representing the Virginia Department of Transportation, and Ulysses Brown, representing the

Department of Historic Resources, were also introduced as new members. Dan Ziomek presented an update on EA related activities:

1. The new Commonwealth of Virginia EA Web site is now in operation. The EA site is linked to both the current SOTECH and COTS sites:

http://www.cots.state.va.us/EA

Workgroup members recommended that the site be modified to actively solicit EA related comments and feedback. In conjunction with soliciting input, we will explain that our "site philosophy" is to get concepts and ideas out for discussion, i.e. we don't have all the final answers regarding EA and we want to know what your experience is in the subject area. Another recommendation that will be pursued is to use some type of "subscription and update" approach to keep interested visitors checking the site.

2. It was announced that Bryan Drake would be attending the Government Architecture(s) Conference in Arlington, VA, October 19-21, 1999. The conference is sponsored by META Group, DCI and James Martin. Bryan will present a report from the conference at the next Workgroup meeting.

3. It was also announced that Dan Ziomek would attend the next META Group EA Immersion Workshop in San Francisco, CA, October 18-20, 1999. Members were asked to provide their input regarding any specific EA related questions or issues that could be resolved during the workshop. Dan will present a full report from the workshop at the next Workgroup meeting.

4. Because COTS has adopted the META Group EA strategy, DTP expanded their existing META Group consulting services contract to include Enterprise Architecture Strategies (EAS). Each member of the COTS Organizational Workgroup has been given access to the new EAS service.

5. An EA glossary is being developed by Bryan Drake for inclusion on the EA Web site within the next two weeks. Input from members was solicited. VDOT offered to provide their completed glossary work to Bryan following the meeting. As with other sections of the EA Web site, the glossary will grow and change with the EA initiative.

Following the update on recent EA activities, the Workgroup conducted a detailed discussion of a proposed set of Commonwealth EA "component" or "domain" architectures. These component architectures will frame future work on the Enterprise Wide Technical Architecture (EWTA). Members recognized the risks associated with selecting specific component architectures without first completing the conceptual architecture. As the conceptual architecture is finalized, some modification to the component architectures will probably be required. The early decision on component architectures is necessitated by the desire for early definition of the Commonwealth "as is" technical architecture. The "as is" or current EWTA baseline is needed now to better inform pending decisions regarding what IT products and services should be available on statewide contracts. Component architectures will facilitate collection and organization of EWTA baseline data. Members were asked to provide their comments on

the proposed component architecture definitions along with recommended prioritization for later completion of the component conceptual architectures.

The final discussion topic on the agenda was a review of the Ohio Conceptual Architecture. The intent of the review was to give members a better understanding of the type of documentation that would be produced as a result of following the META Group EA process. Members generally agreed that parts of the Ohio document could prove somewhat useful as a template for the Virginia conceptual architecture. The consensus of the Workgroup was that OhioÍs approach to the definition of "business drivers" would not work for the Commonwealth. Agreement was reached to continue discussion of the Ohio Conceptual Architecture at the next meeting. Prior to that meeting, the EA Team will draft a proposed set of Commonwealth business drivers and a subject outline for the Virginia Conceptual Architecture.

The meeting closed with discussion of the possible use of Cold Fusion as a tool to facilitate coordination of EA documentation. Bryan Drake will research the use of Cold Fusion and report to the Workgroup at the November meeting. The next meeting date for the COTS Organizational Workgroup was set for November 10, 1999. The meeting will be conducted in the DIT Executive Conference room starting at 1 PM.